

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Office Aide****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs clerical duties and other duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs clerical duties by answering telephone inquiries, processing payments, issuing receipts, typing data into the computer, updating quarterly publications and reports, mailing out center information and registration packets, using software to create flyers and announcements, filing paperwork and locating requested files.
2	L	Performs other duties by coordinating and participating in activities, cleaning, restocking supplies, decorating and setting up equipment in classrooms.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read names, file documents and social security numbers.
Math	N/A
Writing	Work requires the ability to write names and social security numbers.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing
Sitting	F	Separating files and papers
Walking	F	To/from filing cabinets
Lifting	O	Boxes, files
Carrying	O	Boxes, files
Pushing/Pulling	F	Filing cabinet drawers
Reaching	F	Filing, answer telephone
Handling	F	Files
Fine Dexterity	F	Filing
Kneeling	O	Filing
Crouching	R	Filing
Crawling	N	
Bending	R	Filing
Twisting	R	Filing
Climbing	R	Step stool
Balancing	R	On step stool
Vision	C	Reading, writing, filing
Hearing	C	Communicating with personnel, answering the telephone
Talking	O	Communicating with personnel, answering the telephone
Foot Controls	N	
Other (specify)	N	

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Telephone, filing cabinet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	N
Emergency Situations	N
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	N
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	N
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)